

**BY ORDER OF THE COMMANDER  
AIR FORCE ROTC (AETC)**



**AFROTC INSTRUCTION 36-2003**

**22 NOVEMBER 2004**

**Personnel**

**AFROTC REGION COMMANDERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the Maxwell AFB Electronic Publications web page at: <http://www.maxwell.af.mil/msd/pubs/index.htm>. If you lack access, contact the Publications Management Office.

---

OPR: AFROTC/CCE  
(Capt Jennifer L. Wilson)  
Supersedes AFOATSI 36-2003, 01 April 01

Certified by: AFROTC/CC  
(Col Steven E. Wayne)  
Pages: 5  
Distribution: F

---

This instruction prescribes the mission, organization, and responsibilities of the Air Force Reserve Officer Training Corps (AFROTC) region commanders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). It applies to all region commanders.

***SUMMARY OF REVISIONS***

This revision: changes the word “administrative” to “additional” in referring to the NCO position at the detachments (para 4.2.1), changes ORI to UCI (para 5.1), adds newly opened units to the list of mandatory visits by region commanders (para 5.2), changes AFOATS/SDP to AFROTC/CCEA in reference to performance reports (para 5.3.1), and changes AFOATS/CCR to AFOATS/SDF (para 7). A star (★) indicates revised information from the previous version.

***Section A – MISSION AND TERMS DEFINED***

**1. Mission.** To provide oversight and staff policy to subordinate units in the geographic region assigned by the AFROTC Commander.

**2. Region Commander.** A senior Air Force officer designated by the AFROTC Commander to supervise senior AFROTC programs.

**Section B – GEOGRAPHICAL BOUNDARIES AND ORGANIZATION****3. Regions:**

3.1. Northeast Region. Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan (less Houghton), New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, and Indiana (less Terre Haute).

3.2. Northwest Region. Alaska, Colorado, Idaho, Illinois, Indiana (Terre Haute only), Iowa, Kansas, Michigan (Houghton only), Minnesota, Missouri, Montana, Nebraska, North Dakota, Oregon, South Dakota, Utah, Washington, Wisconsin, and Wyoming.

★3.3. Southeast Region. Alabama, Florida, Georgia, Kentucky, Mississippi (University of Southern Mississippi and Jackson State University only), North Carolina, South Carolina, Tennessee (less Memphis), Territory of Puerto Rico, and Virginia.

★3.4. Southwest Region. Arizona, Arkansas, California, Hawaii, Louisiana, Mississippi (less University of Southern Mississippi and Jackson State University), Nevada, New Mexico, Oklahoma, Tennessee (Memphis only), Texas and the Territory of Guam.

**4. Organization of Regions:**

4.1. Region Commanders report directly to the AFROTC Commander.

4.2. The Region represents the AFROTC Commander to high schools, universities, colleges, communities, and supporting Air Force bases in their respective geographic region.

4.2.1. Region Commanders establish a region office, normally on an Air Force base, with a staff consisting of a deputy commander (CD), an Operations Officer, an enlisted superintendent, an additional NCO, and a civilian secretary.

4.2.2. Region Commanders maintain intermediate command of the senior units in their specific region.

**Section C – REGION COMMANDER RESPONSIBILITIES**

**5. Responsibilities.** The region commander supervises, evaluates, and facilitates the performance of senior units. The region commander will:

★5.1. Conduct Staff Assistance Visits on units between AETC/IG Unit Compliance Inspections (UCI) and at other times if deemed necessary by the Region Commander.

5.1.1. Review unit command, education, training, recruiting, retention activities, unit cadet personnel actions, cadet financial management, and support programs.

★5.1.2. If possible, review command special interest items; observe the unit mission briefing, professor and/or assistant professor of aerospace studies classroom activities, leadership laboratory, cadet functions, and facilities; and meet with key university officials, all cadre, and a representative cross-section of cadets.

5.1.3. Provide an out brief to the unit commander (staff attendance optional as determined by the region commander). Maintain a written record of each visit.

5.1.4. Team composition is at the discretion of the region commander.

★5.2. Visit assigned senior units as required. Special emphasis should be focused on units with a newly assigned commander, closing units, newly opened units, units with high personnel turnover or otherwise requiring special attention, and units where the Professor of Aerospace Studies (PAS) requests a region visit. The region commander will determine when to visit and what type of visit is appropriate (other personnel may accompany the region commander to provide staff assistance to the unit as desired).

5.3. Evaluate personnel assigned to the region. Provide guidance and review officer and appropriate enlisted performance reports, decorations, and promotion recommendations. Recommends assigned personnel for professional military education.

★5.3.1. The AFOATS Commander is the senior rater for all AFROTC assigned officers and senior NCOs. Region commanders will forward all officer performance reports to HQ AFROTC/CCEA for final processing. Those senior NCOs whom region commanders feel warrant senior rater endorsement and are time-in-grade eligible, will have their enlisted performance reports forwarded, along with a memo from the region commander, to HQ AFROTC/CCEA, who will then process and forward to HQ AFOATS/SDP for final processing.

5.4. Select unit cadre members and cadets for awards and honors. Forward nominations to HQ AFROTC as appropriate.

5.5. Assess the qualifications of personnel tendered for assignment to the senior AFROTC program in the region (except for unit commanders) and evaluate the competency of personnel once they are assigned to the senior AFROTC program.

5.6. Provide region-level liaison to institutional officials and enlist their support for senior unit activities as required.

5.7. Supervise crosstown-enrollment programs as outlined in AFOATSI 36-2014, *AFROTC Enrollment and Relations with Host/Nonhost Instruction, Crosstown, and Consortium Institutions*.

5.8. Coordinate with HQ AETC in scheduling newly assigned unit personnel for Air University and AFROTC training.

★5.9. After HQ AFROTC/DO establishes quotas, determine, by unit, the distribution of cadets attending all summer Professional Development Training (PDT) Programs and select the cadets who will fill allocated PDT region slots.

5.10. Provide inputs to HQ AFROTC/DO, as requested, on region cadre members to staff FT encampments. Conduct visits to FT sites as desired.

5.11. Ensure senior unit replies to AETC IG reports are comprehensive, proper, and complete; conduct follow-up visits as necessary, and approve unit replies before routing them to HQ AETC.

★5.12. Participate in the activation or deactivation of senior units, as outlined in applicable HQ AFOATS/SDX OPLANS and AFOATSI 36-2014 when directed by the Secretary of the Air Force and the AFROTC Commander.

5.13. Advise the AFROTC Commander of significant trends, problems, and solutions concerning senior programs.

5.14. Maintain files on region personnel for all geographically separated units (GSUs). Ensure unit commanders forward new, updated packages on their unit personnel to the region.

5.15. Provide oversight and management of the resource allocation/reallocation (per diem, travel, vicinity travel, supply, ADPE, GSA, mileage, etc.). Oversee detachment budget allocation, redistribution of resources, and detachment compliance with policy, guidance, and instructions regarding resource expenditures. Provide intermediate approval of the annual equipment and services budget for senior units before HQ AFROTC final action.

#### ***Section D – ADDITIONAL INSTRUCTIONS***

**6. AFOATS and AFROTC Support.** AFOATS and AFROTC staff agencies provide statistical summaries, management analyses, documents, directives, policy statements, etc., as directed by the AFOATS or AFROTC Commander, or when requested by the region commanders.

★**7. Budget.** AFROTC/SDF provides funding to region commanders to accomplish the following tasks:

7.1. Senior unit supervisory visits.

7.2. Other senior unit visits as required.

7.3. Regional and national commanders' conferences.

7.4. Field training visits.

7.5. Investigations and inquiries, as required.

7.6. Retirements, commissionings, and field award recognition as required.

7.7. Other activities as determined by the commander.

7.8. Manage GSA vehicles within their respective regions.

*Section E – ADDITIONAL REGION COMMANDER RESPONSIBILITIES*

- ★ **8. Southwest Region Commander.** Acts as AFROTC liaison to the staffs of HQ AETC, HQ AFPC, and HQ AFRS.
- 9. Northwest Region Commander.** Serves as the senior AFROTC liaison to the USAF Academy.
- 10. Northeast Region Commander.** Serves as the senior AFROTC liaison to the Air Force Institute of Technology.
- 11. Southeast Region Commander.** Serves as the senior AFROTC representative for policy changes affecting all region commanders.

STEVEN E. WAYNE  
Colonel, USAF  
National Commander, Air Force ROTC